

9 JUN 1977 77-4796

MEMORANDUM FOR: See Distribution

FROM : Stansfield Turner
Director

RB-file

SUBJECT : Access to Director and the Director's Staff

1. I have just taken an additional step to ensure that addressees are able to quickly obtain information from my office to help them in responding to requests for information or action, or in preparing materials for my use or signature. Basically, the work of handling material coming forward to me will now be divided as follows:

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a. [] will handle all papers coming from or concerning the CIA.

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b. [] will handle all papers coming from or concerning the NIO organization, the Intelligence Community, and the NSC.

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c. [] will continue to serve as Executive Assistant with responsibility for ensuring that the right papers get to me at the right time, and that those whom I need to see or who need to see me are scheduled into my office at the right time. [] will also be responsible for keeping aware of what topics in their fields of concern must reach my attention most urgently and for ensuring that [] is aware of these matters.

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2. Addressees who are working on a project and need clarification from my office, or need to see me or brief me on some item of business, or who have some paper that should come to my early attention are requested to make contact with [] as appropriate.

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3. In complying with the above, the functions of Ben Evans and the remainder of my Secretariat continue as directed in HN 1-99. I have reviewed his ES 77-6 of 3 May 1977 and expect that compliance will assist us all.

STAT

STANSFIELD TURNER

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